

## California Energy Commission



**CLASSIFICATION:** Energy Analyst

**TENURE:** Permanent **(REISSUED)**

**TIME BASE:** Full Time

**SALARY:** Energy Analyst – Range A: \$2,817 – \$3,349  
Range B: \$3,050 - \$3,658  
Range C: \$3,658 - \$4,400  
(salary will be adjusted accordingly to comply with furlough program)

**LOCATION:** Efficiency and Renewable Energy Division  
Sacramento

**FINAL FILING DATE:** Until Filled

### DUTIES/RESPONSIBILITIES:

At the entry level, the Energy Analyst will analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the Standards and the development of programs for improving energy efficiency beyond the minimums set by the Standards including the following:

- Assist Building Departments as they enforce the Building Standards;
- Assist in conducting technical analyses of the Building Standards;
- Provide presentations on Building Standards implementation activities to a variety of audiences;
- Receive, investigate and assist in resolving complaints received on noncompliance with the Building Standards;
- Manage contracts and work authorizations. As contract manager or project manager, responsibilities will include assisting in the preparation of solicitation documents, conduct bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables, financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork;
- Respond to requests for assistance and information from project proponents and others interested in efficiency policy, programs and technologies.
- Prepare reports on project, program and technology issues and achievements.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant will have:

**(OVER)**

RPA#420-654

OK DP 5/5/09

POS# 535-420-5837-056

- knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings;
- experience as a contract or project manager;
- ability to communicate ideas effectively;
- experience in investigating and resolving complaints;
- knowledge of energy efficient building standards technologies; and
- strong written and verbal communication skills.

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer or SROA/Surplus eligibility at the Energy Analyst level. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

For Energy Analyst positions only - Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test.

**Training & Development Assignments may be considered.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission  
Tracy Boggs (RPA#420-654)  
1516 9<sup>th</sup> Street, MS-28  
Sacramento, CA 95814  
(916) 654-4054

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**